



Attention Vendors Desiring to do Business with Eastern State Hospital

As an Agency of the Commonwealth of Virginia our facility is required to abide by the purchasing procedures prescribed by the *Code of Virginia* and disseminated by the Department of General Services, Division of Purchases & Supply. Virginia has established an Internet based purchasing system called "eVA". The system is Virginia's business-to-government web site that is intended to open the door to increased business possibilities for vendors. It provides a round-the-clock venue for buyers and vendors and is where Virginia is anticipated to spend more than \$5 billion a year to deliver goods and services to support a variety of citizen programs.

Refer to the following for more details and explanation of "eVA" that includes the clauses implemented by the Governor's Executive Order.

The following policy was enacted by Department of General Services, Division of Purchases and Supply, Agency Procurement and Surplus Property Manual through PIM 98-009 effective 10/9/01:

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eva.state.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service, and complete the Ariba Commerce Service Network registration.

eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. EVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding, as they become available.

eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. EVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.

Ariba Commerce Services Network Registration: The Ariba Commerce Services Network (ACSN) is required and provides the tool used to transmit information electronically between state agencies and vendors. There is no additional fee for this service.

Note: Vendors are strongly encouraged to register your company prior to submitting a bid or offer. Failure to register will result in your bid or offer being found non-responsive and rejected. All vendors must register in both the eVA and the Ariba Commerce Services Network Vendor Registration System.

The following clause will appear in all solicitations, contracts, contract renewals, and purchase orders issued by this Agency.

eVA BUSINESS-TO-GOVERNMENT CONTRACTS: The eVA Internet electronic procurement

solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to renew contracts for providing goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

Submit a fully executed American Management Systems, Inc., (AMS) Trading Partner Agreement, a copy of which can be accessed and downloaded from www.eva.state.va.us. AMS is the Commonwealth's service provider to implement and host the eVA e-procurement solution.

Provide an electronic catalog (price list) for items awarded under a term contract. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eva.state.va.us.

NOTE: Failure to comply with the above requirements will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. For use in all solicitations and renewals of statewide, single agency, and cooperative term contracts, issued by state agencies and institution